

**Department of Health & Human Services
Administration for Children and Families**

Program Office: Office of Planning, Research and Evaluation
(OPRE)

Funding Opportunity Title: Federal-State Partnerships to Build Capacity in
the Use of TANF and Related Administrative
Data

Announcement Type: Initial

Funding Opportunity Number: HHS-2008-ACF-OPRE-PD-0059

CFDA Number: 93.647

Due Date For Letter of Intent: 02/27/2008

Due Date for Applications: 03/28/2008

Executive Summary:

Funds will be provided for States to improve their use of administrative data related to the Temporary Assistance for Needy Families (TANF) program for research or management improvement including but not limited to (1) improving the analyses and uses of data currently gathered; (2) linking data sources to increase program operation efficiency and effectiveness, or to facilitate the conduct of program evaluation and research; and (3) incorporating the use of relatively new data sources such as the National Directory of New Hires (NDNH). The purposes of improving the use of administrative data may include but need not be limited to: (1) conducting research on, or related to, the TANF caseload; (2) tracking, for research or administrative purposes, cases that have closed; (3) verifying income and other data relevant to eligibility determination or to the amount of the TANF grant; (4) verifying data related to work participation rate requirements; (5) tracking and verifying data relevant to sanctions; (6) tracking outcomes to be used to develop policy or program improvements; or (7) tracking the use of services for purposes of resource allocation or for other purposes.

I. FUNDING OPPORTUNITY DESCRIPTION

Legislative Authority

Section 1110 of the Social Security Act (42 U.S.C. 1310).

Funding Opportunity Description

In recent years, experts have increasingly recognized the importance of administrative data in research and evaluation. At the same time, techniques for using administrative data have been improving. A 1997 report of the Advisory Panel on Research Uses of Administrative Data of the Northwestern University/University of Chicago Joint Center for Poverty Research (see http://www.jcpr.org/wpfiles/AdminData_FullReport.pdf) noted the following:

To obtain reliable information over time and across programs and agencies, it will be necessary to augment current administrative databases and to link them together.

Administrative data provide detailed and accurate program information, large sample sizes that allow for more types of analyses, and state-specific data that reflect variations in state and local programs.

For example, *administrative data offer the advantage of allowing for substate analyses*

Administrative data can also provide information on the same individual or case over long periods of time. Such capabilities are increasingly important if we are to understand how, for example, recipient behavior and well-being change in response to both time-limited benefits and varying economic and labor force conditions.

And due largely to advances in computer technology, linking administrative databases is easier, less expensive, and more reliable than ever before. Such efforts can provide richer, more comprehensive information on how the poor, the working poor, and others are faring and how, and to what extent, they contribute to or consume public tax and transfer benefits. [pp. ix-x]

The Administration for Children and Families (ACF) has long had an interest in working with States to improve their use of data for administrative, policy development, and research purposes. In this

project, ACF will enter into cooperative agreements with up to six States to further develop their capacity to utilize administrative data to assess policies, program features or populations of interest. ACF will also procure technical assistance through a contract to provide direct assistance to ACF and to the grantees selected under this announcement, to facilitate cross-State information sharing and learning, and to coordinate grantees' efforts within the project.

We are open to the use of a range of appropriate administrative data in this project, and we are particularly interested in projects that intend to make use of the NDNH. The NDNH was established under the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, and obtains identifying information on all people starting jobs in the U.S. (i.e., the information on the IRS tax withholding form, W-4). This information is then linked to wage and employment information (Unemployment Insurance, Quarterly Wages) to create a national repository of wage and employment data. While the NDNH was established to help the Office of Child Support Enforcement locate parents who owe child support, the law allows States to use the data for any TANF or Child Support Enforcement purpose.

ACF anticipates that activities approved under this announcement will be conducted in two stages: first, each grantee will develop a plan for developing or expanding its capacity for using administrative data in new ways; second, each grantee will implement the plan. While grantees will be encouraged to collaborate and share information to promote learning and work on similar schedules, the needs and requirements of each approved applicant within its specific environment may require that each State follows a somewhat different schedule for the stages.

Priority Area:

Increasing Capacity in the Use of Administrative Data

Description

The purpose of this announcement is to stimulate and fund approaches by States to more fully utilize existing administrative data to support program administration and management, program or policy development, and research and evaluation related to the TANF program. The projects funded under this announcement will be germane to ACF's interest in supporting State efforts to develop or increase State agency capacity to obtain, link and analyze a range of administrative data, including the NDNH.

Proposed projects must demonstrate a commitment among top State officials to support the development and implementation of plans that will increase or expand current efforts to utilize existing administrative data within the grant period. Approved applicants under this announcement must use grant funds to design a plan to expand or improve the use of administrative data related to the TANF program. The plan shall define the objectives, major purposes, and specific methods to achieve the objectives within the period of the grant. The approaches to meeting the purposes of the plan may include, but not be limited to: (1) improving the use and analyses of data currently gathered; (2) linking data sources; (3) incorporating the use of relatively new data sources, such as the New Hires Data Base; (4) analyzing the strengths and weaknesses of current data systems; and/or (5) other approaches meeting the intent of this grant announcement. The proposed purposes for expanding the use of administrative data may include but need not be limited to: (1) conducting research on, or related to, the TANF caseload; (2) tracking cases that have closed for research or administrative purposes; (3) verifying income and other data relevant to eligibility determination or to the amount of the TANF grant; (4) verifying data related to work participation rate requirements; (5) tracking and verifying data relevant to sanctions; (6) tracking outcomes to be used to develop policy or program improvements; or (7) tracking the use of services for purposes of resource allocation or for other purposes.

Approved applicants under this announcement must also use grant funds to implement and carry out the final plan, including conducting analyses and producing summary reports/memoranda on the findings and/or lessons learned through accessing and analyzing the data.

In addition to individual activities, approved applicants shall have key staff responsible for project activities participate in regular email, teleconference, and in-person communications with Federal staff, other grantees, and ACF's technical assistance (TA) contractor to promote maximum collaborative effort and information sharing among projects. Grantees shall also participate in and support project assessment and evaluation activities to be conducted by the TA contractor. It is anticipated that the contractor will conduct approximately three teleconferences and one in-person meeting in Washington, D.C., per year to facilitate technical assistance and communications among participating grantees. Applicants should include the costs for key staff to participate in and to attend these activities in the project budget. Grantees may also request specific technical assistance in developing or carrying out their plan. It is anticipated that each grantee may receive the equivalent of 5 to 10

days of technical assistance from the TA contractor per year. Acceptance of a grant shall constitute agreement by the grantee to provide information through documentation and arranging and allowing for on-site visits and interviews with relevant staff so that the contractor may gather sufficient information to prepare a report describing the implementation of the grantees' plans and analyze information bearing on the degree to which the original plan was implemented and on the effectiveness of the plan in meeting its stated purposes.

II. AWARD INFORMATION

Funding Instrument Type: Cooperative Agreement

Substantial Involvement with Cooperative Agreement:

ACF will issue the Financial Assistance Awards under this announcement as cooperative agreements. ACF uses cooperative agreements when it anticipates that the amount of Federal involvement in a particular project is greater than that which a grant requires or allows. Cooperative agreements outline the terms of ACF's involvement, as well as the responsibilities of the recipient organization or agency. For example, cooperative agreements under this announcement may specify that ACF shall review and approve grantee plans for expanding the uses of administrative data under the grant and authorize technical assistance to be provided to grantees.

Federal and contractor staff shall monitor project activities and provide technical assistance and feedback. Federal staff and the contractor shall organize periodic consultations and teleconferences to review project activities, share information, and promote coordination of the project. Final roles and responsibilities of Federal staff and successful applicants will be set out and agreed to prior to the award.

Anticipated Total Priority Area Funding: \$800,000

Anticipated Number of Awards: 4 to 6

Ceiling on Amount of Individual Awards: \$200,000 per budget period

Floor on Amount of Individual Awards: None

Average Projected Award Amount: \$160,000 per budget period

Length of Project Periods: 36-month project with three 12-month budget periods

Awards under this announcement are subject to the availability of funds.

III. ELIGIBILITY INFORMATION

1. Eligible Applicants:

- State governments
- U.S. Territory or Possession
- Indian/Native American Tribal governments (Federally recognized)

Foreign entities are not eligible under this announcement.

Please see *Section IV* for required documentation supporting eligibility or funding restrictions if any are applicable.

2. Cost Sharing or Matching: Yes

Grantees are required to meet a non-Federal share of the project costs, in accordance with section 1110 of the Social Security Act (42 U.S.C. 1310). Grantees must provide at least 5 percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF share and the non-Federal share. The non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. For example, in order to meet the match requirements, a project with a total approved project cost of \$200,000, requesting \$190,000 in ACF funds, must provide a non-Federal share of at least \$10,000 (5 percent of total approved project cost of \$200,000.) Grantees will be held accountable for commitments of non-Federal resources even if they exceed the amount of the required match. Failure to provide the required amount will result in the disallowance of Federal funds. A lack of supporting documentation

at the time of application will not exclude the application from competitive review.

The non-Federal match will be evaluated according to the "Non-Federal Resources" evaluation criterion found in *Section V* of this announcement.

3. Other:

Tribal governments should submit a Tribal Resolution signed by the Tribal Council in support of the proposed project.

Disqualification Factors

Applications with requests that exceed the ceiling on the amount of individual awards referenced in *Section II*. Award Information will be deemed non-responsive and will not be considered for funding under this announcement.

Any application that fails to satisfy the deadline requirements referenced in *Section IV.3.*, Submission Dates and Times, will be deemed non-responsive and will not be considered for funding under this announcement.

IV. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package:

OPRE Grant Review Team
Xtria, LLC
8045 Leesburg Pike, Suite 400
Vienna, VA 22182
Phone: 877-663-0250
Fax: 703-356-0472
Email: opre@xtria.com
URL: www.acf.hhs.gov/programs/ofs/forms.htm

2. Content and Form of Application Submission:

Letters of Intent

Applicants are strongly encouraged to notify the OPRE Grant Review Team (opre@xtria.com) of their intention to submit an application under this announcement. Please submit the letter of intent by the deadline date listed in *Section IV.3*.

This information will be used to determine the number of expert reviewers needed to review applications. Failure to submit a letter of intent will not impact eligibility to submit an application and will not disqualify an application from competitive review.

The letter of intent should include the following information:

- the number and title of this announcement
- the names, addresses, telephone and fax numbers, and email addresses for the primary contact(s)

Do not include a description of your proposed project in your letter of intent.

Format and Organization of Application

Applications submitted in hard copy must contain an original and two copies. Applicants must limit their application package to 50 pages, double-spaced, with standard one-inch margins and 12-point font. This page limit applies to both narrative text and accompanying tables and graphs, but does not include Appendices or the Standard Federal Forms (listed below). In addition, applicants must number the pages of their application beginning with the Table of Contents. Pages in excess of the page limitation will be removed and not reviewed.

Applicants are advised to include all required forms and materials and to organize these materials according to the format for their application package, and in the order, presented below:

1. **Cover Letter:** Applicants should include a cover letter using official letterhead of the Lead Agency, and including the Funding Opportunity Number, the Title of the Application and contact information for the applicant.
2. **Contact Information Sheet:** The contact information sheet should include addresses, phone and fax numbers and email addresses for all key project staff, including the fiscal representative for the project.
3. **Required Standard Federal Forms and Certifications.**
 - Application for Federal Assistance (SF-424). Follow the instructions on the back of the form. In Item 5 on SF-424, enter the name of the applicant (Lead Agency). In Item 8 on SF-424, check "New." In Item 11 enter the announcement number (HHS-2008-ACF-OPRE-PD-0059) and the project title. In Item 15 enter the amounts for the

first 12-month budget period, not the total for the 36-month project.

- Budget Information - Non-Construction Programs (SF-424A). When completing the 424A, first year budget period information should be reflected in Section A as new federal funds. Second year budget period information should be reflected in Section E as the first future funding period.
- Assurance Regarding Non-Construction Programs (SF-424B).
- Certification Regarding Lobbying (if necessary).
- Certification Regarding Environmental Tobacco Smoke.

4. **Table of Contents**

5. **Project Abstract** (one page maximum)

6. **Project Description:** Applicants should use the detailed *Application Review Information* found in *Section V* below to organize the project summary/abstract and full project description.

D-U-N-S Requirement

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. On June 27, 2003, the Office of Management and Budget (OMB) published in the *Federal Register* a new Federal policy applicable to all Federal grant applicants. The policy requires Federal grant applicants to provide a D-U-N-S number when applying for Federal grants or cooperative agreements on or after October 1, 2003. The D-U-N-S number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal, Grants.gov. A D-U-N-S number will be required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs, submitted on or after October 1, 2003.

Please ensure that your organization has a D-U-N-S number. You may acquire a D-U-N-S number at no cost by calling the dedicated toll-free D-U-N-S number request line at 1-866-705-5711 or you may request a number on-line at <http://www.dnb.com>.

Forms, Assurances, and Certifications

The project description should include all the information requirements described in the specific evaluation criteria outlined in this program announcement under *Section V. Application Review Information*. In addition to the project description, the applicant needs to complete all of the Standard Forms required as part of the application process for awards under this announcement.

Applicants seeking financial assistance under this announcement must file the appropriate Standard Forms (SFs) as described in this section. All applicants must submit an SF-424, Application for Federal Assistance. For non-construction programs, applicants must also submit an SF-424A, Budget Information and an SF-424B, Assurances. For construction programs, applicants must also submit SF-424C, Budget Information and SF-424D, Assurances. When required for programs that involve human subjects, the Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption form must be submitted. All forms may be reproduced for use in submitting applications. Applicants must sign and return the appropriate standard forms with their application. The Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption (Common Rule) form may be found at: http://www.acf.hhs.gov/grants/grants_resources.html.

Applicants must furnish, prior to award, an executed copy of the Certification Regarding Lobbying. Applicants must sign and return the certification with their application. The Certification Regarding Lobbying may be found at: http://www.acf.hhs.gov/grants/grants_resources.html. (If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit Standard Form (SF)-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.)

The Pro-Children Act of 1994, 20 U.S.C. 7183, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary,

or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with Federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity. Additional information may be found in the HHS Grants Policy Statement at: http://www.acf.hhs.gov/grants/grants_resources.html.

Information on the Certification Regarding Program Fraud Civil Remedies Act (PFCRA) may be found in the HHS Grants Policy Statement at: http://www.acf.hhs.gov/grants/grants_resources.html.

Applicants must make the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination. By signing and submitting the application, applicants are providing the necessary certification. Where return of a form is required, complete the standard forms and the associated certifications and assurances based on the instructions found on the forms. The forms and certifications may be found at: http://www.acf.hhs.gov/grants/grants_resources.html.

Information on the Privacy Act of 1974 (5 U.S.C. 552a) and the Freedom of Information Act (5 U.S.C 552) or FOIA may be found in the HHS Grants Policy Statement at: http://www.acf.hhs.gov/grants/grants_resources.html.

Please see *Section V.1* for instructions on preparing the full project description.

Please reference *Section IV.3* for details about acknowledgement of received applications.

Electronic Submission

Applicants to ACF may submit their applications in either electronic or paper format. To submit an application electronically, please use the <http://www.Grants.gov> site.

When using www.Grants.gov, applicants will be able to download a copy of the application package, complete it off-line, and then upload and submit the application via the www.Grants.gov site. ACF will not accept grant applications via facsimile or email.

Acceptable electronic formats for the application attachments (narratives, charts, etc.) must use the following standard technologies, i.e., Microsoft (Word and Excel), Word Perfect, Adobe PDF, Jpeg, and Gif.

IMPORTANT NOTE: Before submitting an electronic application, applicants must complete the organization registration process as well as obtain and register "electronic signature credentials" for the Authorized Organization Representative (AOR). Since this process may take more than five business days, it is important to start this process early, well in advance of the application deadline. **Be sure to complete all www.Grants.gov registration processes listed on the Organization Registration Checklist, which can be found at http://www.acf.hhs.gov/grants/registration_checklist.html.**

Please note the following if planning to submit an application electronically via www.Grants.gov:

- Electronic submission is voluntary, but strongly encouraged.
- Applicants may access the electronic application for this program at <http://www.Grants.gov>. There applicants can search for the downloadable application package by utilizing the www.Grants.gov FIND function.
- **It is strongly recommended that applicants do not wait until the application deadline date to begin the application process through www.Grants.gov.** Applicants are encouraged to submit their applications well before the closing date and time so that if difficulties are encountered there will still be sufficient time to submit a hard copy via express mail. **It is to an applicant's advantage to submit 24 hours ahead of the closing date and time in order to address any difficulties that may be encountered.**
- To use www.Grants.gov, you, the applicant must have a D-U-N-S number and register in the Central Contractor Registry (CCR). Applicants should allow a minimum of five days to complete the CCR registration. **REMINDER: CCR registration expires each year and thus must be updated annually. Applicants cannot upload an application to**

www.Grants.gov without having a current CCR registration AND electronic signature credentials for the AOR.

- The electronic application is submitted by the AOR. To submit electronically, the AOR must obtain and register electronic signature credentials approved by the organization's E-Business Point of Contact who maintains the organization's CCR registration.
- Applicants may submit all documents electronically, including all information typically included on the SF-424 and all necessary assurances and certifications.
- Though applying electronically, the application must still comply with any page limitation requirements described in this program announcement.
- After the application is submitted electronically, the applicant will receive an automatic acknowledgement from www.Grants.gov that contains a www.Grants.gov tracking number. ACF will retrieve the electronically submitted application from www.Grants.gov.
- ACF may request that the applicant provide original signatures on forms at a later date.
- Applicants will not receive additional point value for submitting a grant application in electronic format, nor will ACF penalize an applicant if they submit an application in hard copy.
- If any difficulties are encountered in using www.Grants.gov, please contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at support@grants.gov to report the problem and obtain assistance.
- Checklists and registration brochures are maintained to assist applicants in the registration process and may be found at: http://www.grants.gov/applicants/get_registered.jsp.
- When submitting electronically via www.Grants.gov, applicants must comply with all due dates **AND** times referenced in *Section IV.3. Submission Dates and Times*.
- For applicants that must demonstrate proof of non-profit status before the award date, ACF strongly suggests that proof of non-

profit status be attached to the electronic application. Proof of non-profit status and any other required documentation may be scanned and attached as an "Other Attachment." Acceptable types of proof of non-profit status are stated earlier in this section.

- The Grants.gov website complies with Section 508 of the Rehabilitation Act of 1973. Grants.gov webpages are designed to work with assistive technologies such as screen readers. If an applicant uses assistive technology and is unable to access any material on the site, email the www.Grants.gov contact center at support@grants.gov for assistance.

Hard Copy Submission

Applicants that are submitting their application in paper format should submit one original and two copies of the complete application. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by an authorized representative, and be unbound. The original copy of the application must have original signature(s).

Non-Federal Reviewers

Since ACF will be using non-Federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information.

If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

3. Submission Dates and Times:

Due Date For Letter of Intent: 02/27/2008

Due Date for Applications: 03/28/2008

Explanation of Due Dates

The due date for receipt of applications is referenced above. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are mailed or hand-delivered or submitted electronically well in advance of the application due date and time.

Mail

Applications that are submitted by mail must be received no later than 4:30 p.m., eastern time, on the due date referenced above at the address listed in *Section IV.6*.

Hand Delivery

Applications hand carried by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be received on or before the due date referenced above, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, at the address referenced in *Section IV.6*, between Monday and Friday (excluding Federal holidays).

Electronic Submission

Applications submitted electronically via Grants.gov must be submitted no later than 4:30 p.m., eastern time, on the due date referenced above.

ACF cannot accommodate transmission of applications by facsimile or email.

Late Applications

Applications that do not meet the requirements above are considered late applications. ACF shall notify each late applicant that its application will not be considered in the current competition.

ANY APPLICATION RECEIVED AFTER 4:30 P.M., EASTERN TIME, ON THE DUE DATE WILL NOT BE CONSIDERED FOR COMPETITION.

Extension of Deadlines

ACF may extend application deadlines when circumstances such as acts of God (floods, hurricanes, etc.) occur; when there are widespread disruptions of mail service; or in other rare cases. A determination to extend or waive deadline requirements rests with the Chief Grants Management Officer.

Receipt acknowledgement for application packages will not be provided to applicants who submit their package via mail, courier services, or by

hand delivery. Applicants will receive an electronic acknowledgement for applications that are submitted via <http://www.Grants.gov>.

Checklist

You may use the checklist below as a guide when preparing your application package.

What to Submit	Required Content	Required Form or Format	When to Submit
Letter of Intent	See Section IV.2	Found in Section IV.2	By 30 days before the application due date.
SF-424	See Section IV.2	See http://www.acf.hhs.gov/grants/grants_resources.html	By application due date.
SF-424A	See Section IV.2	See http://www.acf.hhs.gov/grants/grants_resources.html	By application due date.
Table of Contents	See Section V	Found in Section V	By application due date.
Project Summary/Abstract	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Project Description	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Budget and Budget Justification	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
SF-424B	See Section IV.2	See http://www.acf.hhs.gov/grants/grants_resources.html	By application due date.
Certification Regarding Lobbying	See Section IV.2	See http://www.acf.hhs.gov/grants/grants_resources.html	By date of award.

Certification Regarding Environmental Tobacco Smoke	See Section IV.2	See http://www.acf.hhs.gov/grants/grants_resources.html	By date of award.
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4. Intergovernmental Review of Federal Programs:

State Single Point of Contact (SPOC)

This program is covered under Executive Order (Exec. Order) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Exec. Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

The official list of the jurisdictions that have elected to participate in Exec. Order 12372, including addresses and contact persons, may be found on the following URL:

<http://www.whitehouse.gov/omb/grants/spoc.html>.

Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of prospective applications and receive instructions. Applicants must submit all required materials to the SPOC and indicate the date of this submittal (or the date of contact if no submittal is required) on the Standard Form (SF) 424, item 19.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application due date to comment on proposed new or competing continuation awards. SPOCs are encouraged to eliminate the submission of routine endorsements as official recommendations. Additionally, SPOCs are requested to clearly differentiate between mere advisory comments and official State process recommendations, which may trigger the "accommodate or explain" rule.

Comments submitted directly to ACF should be addressed to the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 370 L'Enfant Promenade SW., 6th Floor, Washington, DC 20447.

Although some jurisdictions have chosen not to participate in this process, entities that meet the eligibility requirements of the Program Announcement are still eligible to apply for a grant even if a State, Territory, or Commonwealth, etc., does not have a SPOC. Therefore, applicants from these jurisdictions, or for projects administered by

Federally-recognized Indian Tribes, need take no action in regard to Exec. Order 12372.

5. Funding Restrictions:

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are unallowable.

Grant awards will not allow reimbursement of pre-award costs.

Construction and purchase of real property are not allowable activities or expenditures under this grant award.

6. Other Submission Requirements:

Please see *Sections IV.2* and *IV.3* for deadline information and other application requirements.

Submit applications to one of the following addresses:

Submission by Mail

OPRE Grant Review Team
Xtria, LLC
8045 Leesburg Pike, Suite 400
Vienna, VA 22182

Hand Delivery

OPRE Grant Review Team
Xtria, LLC
8045 Leesburg Pike, Suite 400
Vienna, VA 22182

Electronic Submission

Please see *Section IV.2* for guidelines and requirements when submitting applications electronically via <http://www.Grants.gov>.

V. APPLICATION REVIEW INFORMATION

The Paperwork Reduction Act of 1995 (P.L. 104-13)

Public reporting burden for this collection of information is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed and reviewing the collection information.

The project description is approved under OMB control number 0970-0139, which expires 4/30/2010.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

1. Criteria:

Part I THE PROJECT DESCRIPTION OVERVIEW

PURPOSE

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

GENERAL EXPECTATIONS AND INSTRUCTIONS

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

Part II GENERAL INSTRUCTIONS FOR PREPARING A FULL PROJECT DESCRIPTION

INTRODUCTION

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

PROJECT SUMMARY/ABSTRACT

Provide a summary of the project description (one page or less) with reference to the funding request.

OBJECTIVES AND NEED FOR ASSISTANCE

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance must be demonstrated and the principal and subordinate objectives of the project must be clearly stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

APPROACH

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

If any data is to be collected, maintained, and/or disseminated, clearance may be required from OMB. This clearance pertains to any "collection of information that is conducted or sponsored by ACF."

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

ADDITIONAL INFORMATION

The following are requests for additional information that must be included in the application:

ORGANIZATIONAL PROFILES

Provide information on the applicant organization(s) and cooperating partners, such as: organizational charts; financial statements; audit reports or statements from Certified Public Accountants/Licensed Public Accountants; Employer Identification Number(s); contact persons and telephone numbers; names of bond carriers; child care licenses and other documentation of professional accreditation; information on compliance with Federal/State/local government standards; documentation of experience in the program area; and, other pertinent information.

BUDGET AND BUDGET JUSTIFICATION

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 15 of the SF-424.

Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

GENERAL

Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-Federal resources" are all other non-ACF Federal and non-Federal resources. It is suggested that budget amounts and

computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

PERSONNEL

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person, provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant.

FRINGE BENEFITS

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement insurance, taxes, etc.

TRAVEL

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

Justification: For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

SUPPLIES

Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

CONTRACTUAL

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 USC 403(11), currently set at \$100,000.

Recipients might be required to make available to ACF pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the required supporting information referred to in these instructions.

OTHER

Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: insurance; food; medical and dental costs (noncontractual); professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

INDIRECT CHARGES

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the

applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

NON-FEDERAL RESOURCES

Description: Amounts of non-Federal resources that will be used to support the project as identified in Block 15 of the SF-424.

Justification: The firm commitment of these resources must be documented and submitted with the application so that the applicant is given credit in the review process. A detailed budget must be prepared for each funding source.

TOTAL DIRECT CHARGES, TOTAL INDIRECT CHARGES, TOTAL PROJECT COSTS

EVALUATION CRITERIA:

The corresponding score values indicate the relative importance that ACF places on each evaluation criterion; however, applicants need not develop their applications precisely according to the order presented. Application components may be organized such that a reviewer will be able to follow a seamless and logical flow of information (i.e., from a broad overview of the project to more detailed information about how it will be conducted).

In considering how applicants will carry out the responsibilities addressed under this announcement, competing applications for financial assistance will be reviewed and evaluated against the following criteria:

OBJECTIVES AND NEED FOR ASSISTANCE - 35 points

- Extent to which the applicant provides a clear background for the purpose and objectives of the project, including the motivation

for changing its current system or adding to it, and any weaknesses in the current system this project is designed to address.

- Extent to which the applicant describes current methods and systems that will be directly impacted by this project.
- Extent to which the applicant clearly explains its objectives for this project and how this project will address those objectives. (See "Approach" below for the requirement on how progress toward objectives will be measured.)

APPROACH - 30 points

- Extent to which the applicant's detailed implementation plan for this project is reasonable and can be expected to support the objectives of this announcement and the specific agency objectives.
- Extent to which the applicant's proposed approach details the administrative and other data systems to be used and provides a rationale for their selection that supports the objectives of ACF as stated in this announcement and the specific objectives of the agency. Extent to which the justification and rationale for the proposed approach are explained in detail and are reasonable and appropriate given the current information demands, operations and procedures, management structure, staffing and other resources of the agency.
- Extent to which the proposed implementation plan describes, in detail, the specific activities to be undertaken and the schedule for major activities, and the schedule is reasonable given the resources and operational context within the agency and can be expected to be successfully accomplished within the project period.
- Extent to which the proposed measures to assess progress toward reaching the objectives of this project are clear, reasonable, and measurable.
- Extent to which the proposed approach provides for appropriate interaction with Federal staff, the TA contractor, and other grantees.

- Extent to which applicant's proposed procedures to protect human subjects, to protect confidentiality of the data, and to obtain consent, where applicable, are sound.
- Extent to which the application identifies possible pitfalls in this project and how those might be addressed.

ORGANIZATIONAL PROFILES - 25 points

- Extent to which there is a clearly delineated management plan that presents the organizational structure of the project and the functional relationships among key staff responsible for components. Extent to which the management of any proposed contractors is addressed in the management plan.
- Extent to which the management plan presents clearly defined responsibilities, time lines, and milestones for accomplishing project tasks. Extent to which time lines are displayed in a Gantt chart.
- Extent to which the roles and responsibilities of the key project personnel are clearly defined and the time commitments of the project director and other key personnel are appropriate and adequate to meet the objectives of the proposed project. Extent to which time commitments are displayed in a table.
- Extent to which the proposed project director, key project staff, and consultants have the necessary skill, knowledge, and experience to successfully carry out their responsibilities.
- Extent to which resumes of key personnel are included in the Appendices or, if not yet on board, their job descriptions and required qualifications are included.
- Extent to which staffing is adequate to support the conduct and completion of the proposed project, including administration, program operations, data collection and analysis, and reporting and dissemination of findings, within the project period established in this announcement.

BUDGET AND BUDGET JUSTIFICATION - 10 points

- Extent to which the project costs are reasonable in relation to the activities to be carried out, that funds are adequately

appropriated across component areas, and that the budget is sufficient to accomplish the objectives.

- Extent to which the budget is justified and explained in narrative form. Extent to which the budget is clearly displayed in a table by component areas and by personnel involved.

2. Review and Selection Process:

No grant award will be made under this announcement on the basis of an incomplete application.

Initial ACF Screening: Each application will be screened to determine whether it was received by the closing date and time and whether the requested amount exceeds the stated ceiling. Late applications or those exceeding the funding limit will be returned to the applicants with a notation that they were unacceptable and will not be reviewed.

The competitive review will be conducted in the Washington, D.C., metropolitan area by panels of Federal and non-Federal expert reviewers knowledgeable in the areas of TANF policy, research, and evaluation. Panels will assign a score to each application and identify its strengths and weaknesses in relation to the evaluation criteria.

OPRE will conduct an administrative review of the applications and results of the competitive review panels and make recommendations for funding to the Director of OPRE.

The Director of OPRE will make the final selection of the applications to be funded. Applications may be funded in whole or in part depending on: (1) the ranked order of applicants resulting from competitive review; (2) staff review and consultations; (3) the combination of projects that best meet the information needs of the program; (4) the funds available; and (5) other relevant considerations.

Please reference *Section IV.2* for information on non-Federal reviewers in the review process.

Approved but Unfunded Applications

Applications that are approved but unfunded may be held over for funding in the next funding cycle, pending the availability of funds, for a period not to exceed one year.

3. Anticipated Announcement and Award Dates:

Not Applicable

VI. AWARD ADMINISTRATION INFORMATION

1. Award Notices:

The successful applicants will be notified through the issuance of a Notice of Award (NoA) document that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The NoA will be signed by the Grants Officer and transmitted via postal mail.

Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter, signed by the Program Office head.

2. Administrative and National Policy Requirements:

Grantees are subject to the requirements in 45 CFR Part 74 (non-governmental) or 45 CFR Part 92 (governmental).

Direct Federal grants, sub-award funds, or contracts under this ACF program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, can be found at the HHS web site at: <http://www.hhs.gov/fbci/waisgate21.pdf>.

A faith-based organization receiving HHS funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with Federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives Federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS funded activities.

Faith-based and community organizations may reference the "Guidance to Faith-Based and Community Organizations on Partnering with the Federal Government" at:

<http://www.whitehouse.gov/government/fbci/guidance/index.html>.

HHS Grants Policy Statement

The HHS Grants Policy Statement (GPS) is the Department of Health and Human Services new single policy guide for discretionary grants and cooperative agreements. Unlike previous HHS policy documents, the GPS is intended to be shared with and used by grantees. It became effective October 1, 2006 and is applicable to all Operating Divisions (OPDIVS), such as the Administration for Children and Families (ACF), except the National Institutes of Health (NIH). The GPS covers basic grants processes, standard terms and conditions and points of contact as well as important OPDIV-specific requirements. Appendices include a glossary of terms and a list of standard abbreviations for ease of reference. The GPS may be accessed at http://www.acf.hhs.gov/grants/grants_resources.html.

3. Reporting Requirements:

Grantees will be required to submit program progress and financial reports (SF-269 found at: http://www.acf.hhs.gov/grants/grants_resources.html) throughout the project period. Program progress and financial reports are due 30 days after the reporting period. Final programmatic and financial reports are due 90 days after the close of the project period.

Final reports may be submitted in hard copy to the Grants Management Office Contact listed in Section VII of this announcement.

Program Progress Reports: Semi-Annually

Financial Reports: Semi-Annually

VII. AGENCY CONTACTS

Program Office Contact:

OPRE Grant Review Team
Xtria, LLC
8045 Leesburg Pike, Suite 400
Vienna, VA 22182
Phone: 877-663-0250

Fax: 703-356-0472
Email: opre@xtria.com

Grants Management Office Contact:

Tim Chappelle
Office of Grants Management
Administration for Children and Families
370 L'Enfant Promenade, S.W.
Washington, DC 20447
Phone: 202-401-4855
Email: tim.chappelle@acf.hhs.gov

VIII. OTHER INFORMATION

Date: 11/28/2007	Naomi Goldstein
	Director
	Office of Planning, Research and Evaluation